

Study Session & Business Meeting (Tuesday, August 11, 2015)

Generated by Shelley R Shelton on Wednesday, August 12, 2015

Members present

Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

Staff members present

Keith Rittel, Superintendent; Gary Wilson, Asst. Superintendent; Stefanie Bryant, Business Administrator; Jason Cox, Exec. Director of Human Resources; Anne-Marie Harrison, Executive Director of Teaching & Learning; Alex Judd, Executive Director of Elementary Education; Caleb Price, Communications & PR Coordinator; Shelley Shelton, Executive Assistant

Guests

Mayor John Curtis; Dixon Holmes, Deputy Mayor; Wayne Parker, Chief Administrative Officer, Provo City; David Walter, Redevelopment Agency Director, Provo City; Chad Duncan, Technology Director; Morgan Anderson, Special Programs Director; Mark Wheeler, Facilities Director; Darin Loertscher & Josh Espinoza, Tech Support; Kari Parent, Dixon Middle School; Charity Willilams, After School Coordinator

Meeting called to order at 4:29 PM

1. 4:30 - 6:40 p.m. Study Session

A. Welcome: President Julie Rash

B. Roll Call

C. Proposed Redevelopment Agency (RDA) Projects: Provo City

Mayor John Curtis thanked the Board for their service and for their role model of community engagement in the passage of the school reconstruction bond. The new schools will change the community in significant and positive ways.

Mr. Curtis indicated Duncan Aviation and Freedom Plaza are the two RDA proposals being presented for Board consideration. David Walter was introduced as the new Redevelopment Agency Director, replacing Paul Glauser.

Wayne Parker, Provo City Chief Administrative Officer, and Dixon Holmes, Deputy Mayor, gave the introduction to the projects update:

- The City now has an idea of what the local contribution will be to the Duncan Aviation project at the Provo Airport.
- The Freedom Plaza project has now "morphed into a four-square block renovation downtown." The City will present the scale and scope of the project in preparation for the presentation of several inter-local participation agreements for review by the Board.

Member Marsha Judkins arrived at 4:40 p.m.

Deputy Mayor Dixon Holmes presented the Duncan Aviation Update:

- The City has been working on the Duncan project since 2006; Provo and other municipalities in Utah worked with the Governor's Office of Economic Development as well as with a group called Economic

Development Corporation of Utah (EDCUTah). EDCTUTAH is charged with working with site selectors as they receive inquiries about expansion relocations at the corporate level throughout the country. When the Governor's office receives a call from manufacturers looking for acreage for expansion, EDCUTAH sends out Request for Proposals (RFP's) to the municipalities to determine which locations might meet the stated criteria.

- Family-owned Duncan Aviation, which services and repairs high-end private and corporate jet aircraft, had been looking for a number of years for a location including Provo, Ogden and Albuquerque. Many entities within Provo worked with Duncan as they vetted Provo to determine if it was a good fit for their location.
- A very expensive and very large concrete apron (pad) needs to be provided by the City. The pad will be 13" thick, 300 ft. wide and approximately 1500 ft. long. Municipalities/airports typically provide this pad for their end-users.
- Duncan will be employing approximately 400 people during the first hiring phase; currently about 60 people are employed, the majority of whom are local hires. As a western regional hub, eventually 700-800 people will be employed in above average technical jobs. There will be a continued need for educational training and certification locally; internships will provide exposure to the aviation industry at the high school level.
- The facility itself will be two very large buildings totaling approximately 250,000 sq. ft. One facility will be a very large paint booth while the other facility will address additional repair/refurbishing needs.
- The City has been working with Utah County, the Municipal Council, and the school board, and will arrange a site visit to the Duncan location at the Provo airport for board members if desired.
- When the City approached the County and the school district in 2006, a project area was established by vote of the Provo Municipal Council. The City is now approaching the time when the County, District and Municipal Council will have to vote to adopt a formal document and an agreement on the participation in how that would go forward.

David Walter, Provo City Redevelopment Agency Director:

- Duncan wants to invest \$45 million in the airport; \$41 million in real property and \$4 million in equipment, fixtures and furnishings. The estimate for the ramp is \$7,066,000. A federal grant has been obtained for \$3.5 million, but the City has to do a 50% match. After studying the budget, the City concluded the only option is tax increment financing.
- There are three scenarios:
 - #1 - A 20-year projection: Provo City would use 71% of the district's projected tax increment for 10 years. Other taxing entities would participate at the full rate for the full 20 years. That would give the City a net present value of \$1.9 million. A 1% value increase for the property was included in the model for every year, year over year, and a 5% discount rate so at the end of the 20 years, when they discount the income stream back, that's how they get to the \$1.9 million. If they needed to bond for the money, it would be a 1.25 coverage ratio on the bonds.
 - #2 - 15-year projection: The City would use 95% of the district's projected increment for 10 years, giving back 5% per year for the next five years. Other taxing entities would participate at the full rate for the entire 15 years. That would give the City a net present value of \$2.9 million. Instead of using 100% of the increment, in year 11 the City would use 95% - a sliding scale after year 10 until year 15.
 - #3 - A 20-year projection: The City would use 95% of the district's projected increment for 10 years, drop to 90% for years 11-15, and 80% for years 16-20. All other taxing entities would participate at the full rate for twenty years. This would give the City a net present value of \$3.5 million. The City would pay the entire \$7 million up front and be reimbursed \$3.5 million. Mr. Walter will email the spreadsheet information to Business Administrator Stefanie Bryant.

Member Taz Murray arrived at 4:56 p.m.

Member Jim Pettersson arrived at 4:57 p.m.

- The City will be responsible for utilities/parking and will hold a long-term (70-year) taxable lease on the concrete pad. Only the Duncan site is included in the RDA.
- The City needs an answer from the Board as soon as possible. The Board will be able to vote on a decision during the Sept. 8 business meeting. The municipal council is leaning toward supporting the proposal.

- The primary sources of revenue for the City are property tax, sales tax and fees. The short-term benefit of having Duncan Aviation in Provo is the influx of new residents who contribute to and have an impact on their neighborhoods and community, eventually generating tax revenue, a long-term benefit.
- The City will compile data on the number of employees of large companies who live in Provo and their salaries for Board review in an effort to have an estimate of projected population growth.
- Information will be provided regarding whether or not any tax revenue would be generated by Duncan since it's not a retail entity.
- The City will ballpark what the district's portion of property tax revenue would be on a similarly sized agricultural site and compare with the estimated tax increment amount on the Duncan project.

The Freedom Plaza project proposal was introduced by Wayne Parker:

- The initial presentation of the Freedom Plaza concept to the Board was in 2008. It was to include the block immediately north of the convention center, bounded by 200 West, 300 West, 100 North and 200 North. It's where the old Central Square and Carmike theater were located. The City had some "Build America" bonds as well as a developer onboard who was ready to go. The City and District agreed on a deal, but the project never generated any tax revenue, and the property has since been devalued. Regardless, the District retained the tax increment level. The City has been attempting for years to reinvigorate the process and is proposing to start fresh with a new concept. The City issued an RFP since they owned the RC Willey block and most of the Smith's grocery store block - all of the parking and the back part of the Smith's building sits on Redevelopment Agency property. There was a very favorable response to the RFP and the City has engaged with a developer who has been given an "exclusive right to negotiate" for a period of time.
- \$95 million will be invested by the state in downtown Provo for a new courthouse. A developer is negotiating with the City. The courthouse will move to the block north of the convention center. The City will be the largest financial contributor to the project.
- The City presented their new concept to the State Courts and have received an enthusiastic response. The City will engineer a property swap, moving the new courthouse location to the block immediately north of the convention center. A very large retail project will subsequently be located from 100 North to 400 North between 100 West and 200 West.
- An architect's rendering/map of the project was displayed for and explained to the Board.
 - The State Courts will give the existing courthouse to Mountainland Applied Technology Center (MATC) to once again house programs in Provo currently located at the Thanksgiving Point campus.
 - The existing Smith's store would be replaced by a facility that would be approximately twice the size of Smith's and besides groceries would sell clothing, soft goods and sporting goods, "a very robust retail offering." In addition, market-rate multifamily housing (apartments & condominiums) will be built.
- The Redevelopment Agency will assume the responsibility of rebuilding the parking structure with a portion of the tax increment dollars as well as all of the sales tax revenue and bonding, to build a five-story parking structure just north of the current courthouse. The structure would meet the needs of a new hotel to be located across the street from the Provo Marriott. The hotel, along with the Marriott, would serve the convention center area. Additional parking for the new retailer would also be built that the City would not be responsible to pay for.
- Financing for the parking structure would be for 15-years. At the end of the 15 years, using property tax increment, sales tax increment, and potential parking revenues from the facility, the structure would be paid for. The taxing revenues would then again be available to all of the taxing entities.

David Walter:

- Financing: The City would ask for 80% of the district's tax increment for 15 years. Other taxing entities would participate at 100%. There would be a 5% discount rate and a 1% rate increase year after year. This would generate a net present value of \$3.8 million in funding that would be added to the sales tax generated from the increase in retail sales.
- Timeline for the Board's decision: the developer will close on the property within the next two weeks. The City will start the process for creating the new CDA and abolishing the old one the beginning of Sept. The City will return to the Board for approval and start developing by the end of the calendar

- year.
- Information and estimates of the projected residential increase in the area will be sent to Business Administrator Stefanie Bryant.

D. Construction Update: Facilities Director Mark Wheeler

Facilities Update:

- The core construction meeting is tomorrow.
- Side note: The custodial program received two national awards in Kentucky last night. Jeff Hawkins was awarded Trainer of the Year. Sadie Cox at Sunset View was awarded for having the "Best Audit" of the year.
- *Rock Canyon Update:*
 - Extensive excavating is taking place. Slightly behind schedule while negotiating with city engineering over some utility requests. They're asking for upgrades that are above and beyond what is required from the school district.
 - Working with the LDS church and the City to resolve the issue of storm drain lines from the neighboring LDS chapel and condominiums that run through the Rock Canyon property.
 - Working to get more space for the northeast playground. Donations are coming in for the Openshaw Family Memorial Playground.
- *Sunset View Update:*
 - Footings have been poured and construction is on schedule.
- *Provo High Update:*
 - Mark showed architectural renderings of the construction options based on the size of the current model. The bond budget model was based on 310,000 sq. ft. Current model is 360,000 sq. ft. The budget numbers are still within the range discussed with the board.
 - The site has four fewer acres than originally thought.
 - Bids are being collected for a driver education range on the NE corner of the Grandview site.
 - The Grandview field will be reserved mainly for PHS.
 - Rotary Park will be used for PHS tennis through 2018.
 - "D" wing demo is scheduled for December.
 - Looking for locations for wood/welding shops.
 - The pros and cons of building a PSD technology center have been discussed. It would be more beneficial for both high schools to place a center in between the two schools.

E. Policy Review: Supt. Rittel; Asst. Supt. Gary Wilson

Policy 1700 Board Compensation and Benefits: The \$310 monthly stipend for board members would increase to \$480.

Policy 3240 Non-Discrimination & Sexual Harassment - The policy has been vetted by Risk Management and is consistent with new guidelines. The policy is required by federal guidelines. The protected class of "genetic markers" was left off; Gary will research. The procedures document is being reviewed by the Assistant Attorney General. Two posters listing guidelines for filing a complaint will be posted in every elementary school; more posters will be posted in secondary schools.

Policy 3401 Wellness - There are no changes to the policy or procedures. The Board is required to re-approve the policy annually.

F. Ineligible Bus Routes: Business Administrator Stefanie Bryant; Transportation Director Troy Lindloff

State funding for District transportation is provided pursuant to Utah State Code 53A-17a-127 and State Rule R277-600. The district has several bus routes/stops that have been provided in the past which are ineligible for State funding.

1. PHS routes have included stops in the past that were determined to be outside the 2-mile radius based on the doorstep of the student's home. State code defines the 2-mile radius to be determined "from the center of the public route (road, thoroughfare, walkway) open to the public....to the nearest public entrance to the school." The State transportation department has informed us these current stops will not be funded as the definition places the students within the 2-mile walk radius. NOTE - THESE STOPS WILL NO LONGER BE PROVIDED - about 60 students are impacted.
2. The District has also provided several routes for Canyon Crest, Dixon and Amelia in the past that will no longer be funded. These routes, if authorized by the Board, may be run as hazardous routes under State Rule R277-600-10 (attached). However, hazardous routes are not funded by the State. The estimated cost of providing these routes is \$85,000 and may be paid out of the general fund or board local levy. These routes currently transport approximately 80 students to Amelia, 200 to Dixon and 85 to Canyon Crest.

The basis for considering these routes "hazardous" is outlined in section C. 1. a,b,c of R277-600-10. Administration believes the road crossings and lack of crossing guards in these areas warrant the need for transportation to continue the routes.

3. Transportation currently runs routes for IHS, PUPS and CAS - these are special routes busing students to what are considered by the State as "choice" schools and the State does not fund them. These three routes transport approximately 222 students and currently cost approximately \$100,000. These routes have been provided as a courtesy.

Options:

- Continue to fund from Board Local Levy
- Inquire of the City as to providing crossing guards or cross walks and discontinue the hazardous routes
- Some districts are funded for hazardous routes by the Cities
- CAS/PUPS adjustment to program locations

This was an informational item; no Board action will be required. Executive Director of Teaching & Learning Anne-Marie Harrison will address the board in Sept. about eliminating some gifted programs that would help offset transportation costs.

G. THS Field Grand Opening: Supt. Rittel

Supt. Rittel mentioned the idea of having an official grand re-opening for the THS field.

- Communications & PR Coordinator Caleb Price will determine a plan with board members to have the event take place at the THS home game on Aug. 28.
- Supt. Rittel suggested it would be an opportune time to acknowledge Facilitator Director Mark Wheeler's work on the project in front of the football crowd.

H. Large Purchase Request: Business Administrator Stefanie Bryant

Non-recurring purchase requests exceeding \$50,000 require Board approval.

The current assessment software company, DataWise, was purchased by another company. As such, the proposal is for the purchase of an online assessment tool for all schools within PCSD to use to create, administer and report formative, interim, new Civics, and SLO assessments (replaces Datawise). For grades 1 - 12. Cost: \$59,500. The budget for this purchase was approved with the approval of the FY16 budget in June 2015.

I. Consent Calendar Review & Questions: Pres. Julie Rash

J. Upcoming Google Calendar Items: President Julie Rash

K. Motion to Adjourn

I move we adjourn the study session and go into exec session for the purpose of discussing real estate and personnel.

Motion by Marsha Judkins, second by Shannon Poulsen.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

The study session was adjourned 6:40 p.m.

2. 6:40 p.m. -7:00 p.m. Executive Session for the purpose of discussing real estate and personnel. Utah Code 52.4.205

A. Transportation Site Update

B. CUE Separation Agreement

3. 7:00 p.m. Business Meeting

A. Welcome: President Julie Rash

B. Roll Call

C. Opening Remarks: President Julie Rash

President Julie Rash commented on the construction of Sunset View and the conversations she's had with her son on his perceived lack of progress. She drew a parallel to the fact that the public also doesn't see all that goes on within the district.

D. Pledge of Allegiance: Caleb Price

4. Community Connections

A. Reports to the Board: District Office Departments

Asst. Supt. Gary Wilson reported on Student/Family Support Systems.

- Elementary Health Clerks had their first training today.
- Each elementary school will be given a 4-hour-per-day Health Clerk.
- This person will provide basic first aid services and other services once trained by a qualified school nurse.
- The Health Clerk will be in charge of keeping a detailed log of every student who visits the health room and the actions taken.

Elementary Social Workers

- Each elementary school will receive a .5 FTE social worker.
- The Social Worker will have both district assigned responsibilities as well as building level assignments.
- All Social Workers will be part of the overall district level crisis team.
- The Social Workers will be key members in helping to reduce bullying and promote kindness in our school district.
- Secondary schools will have at least a .5 FTE social worker.

13 Health Clerks and 4 social workers have been hired.

Executive Director of Teaching & Learning Anne-Marie Harrison reported on the direction and focus of the department and new personnel.

- New Focus: Evidence-based Practice
- Teaching & Learning Initiatives
 - Feedback
 - Formative Evaluation
 - Assessment: Improved practices & systems
 - Professional Development: Improved transfer of training
 - Communication: Aligned, timely, organized, and positive

Jason Cox, Executive Director of Human Resources

The purpose of the PCSD Human Resources Dept. is to recruit, hire, and support effective employees by providing excellent quality and friendly customer service.

- FTE Process
 - Desired Class Sizes:
 - 26.5 elementary goal
 - 28.5 secondary goal
 - Review enrolled numbers
 - Visit each school to understand concerns
 - Make changes by the end of the second week of school to address concerns
- Benefits Fair
 - Open Enrollment outside of the school year
 - Online enrollment system: Employee Navigator
 - High Deductible Plan - First time offered with a Health Savings Account
 - New dental and vision providers and plans through EMIA
- HR Dept. Personnel

Alex Judd, Executive Director of Elementary Education reported on the Title I preschool program

- Title I Preschool 2015-2016: Three schools containing a preschool: Franklin, Spring Creek, Provo Peaks
- Teachers:

- Shari Payne, District Coach
- Stephanie Hall, Franklin
- Dennis Johnson, Spring Creek
- Jo Greer, Provo Peaks
- Two sessions per day, 4 days a week, up to 20 students per class
- Alex's department is working with the special education preschool to provide services in these neighborhood schools that the IEP team deems appropriate.

Caleb Price, Communications & PR Coordinator:

- The Social Media content manager program is moving forward. Seven schools are finalized with their content managers. Principals submitted at least one name for consideration. Names were reviewed by district council and tech dept.

B. Public Input

Erin May, 1792 N. Geneva Rd, Provo, addressed the board to request an additional bus stop near Geneva Rd. and 2000 North.

Jody Thenot, 1953 N 3050 W: The bus route to Dixon is primarily on Geneva Rd. She feels it's a hazardous route and should be deemed so and newer, safer stops added.

5. Business Items

A. Approve Policies

"I move that we approve the two new policies and one existing policy on the agenda that were reviewed during the board's study session with any agreed upon language changes that occurred during the study session, including policy 1700 Board Compensation; policy 3240 Non-Discrimination and Sexual Harassment; and existing policy 3401 Wellness.

Motion by Jim Pettersson, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

B. Approve Large Purchase

I move we approve the purchase request for EADMS software for \$59,500.

Motion by Marsha Judkins, second by Shannon Poulsen.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

6. Consent Calendar

A. Board Minutes as Part of the Consent Calendar

Resolution: I move we approve the board minutes as part of the consent calendar.

I move we approve the consent calendar.

Motion by Marsha Judkins, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

B. June 9 Study Session & Business Meeting

Resolution: I move we approve the June 9 minutes as part of the consent calendar.

I move we approve the consent calendar.

Motion by Marsha Judkins, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

C. June 16 Business Meeting

D. June 23 Board Retreat

E. Personnel Report as Part of the Consent Calendar

Resolution: I move we approve the personnel report as part of the consent calendar.

I move we approve the consent calendar.

Motion by Marsha Judkins, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

F. Home School/School Choice/eSchool Report as Part of the Consent Calendar

Resolution: I move we approve the home school and school choice reports as part of the consent calendar.

I move we approve the consent calendar.

Motion by Marsha Judkins, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

G. Financial Reports as Part of the Consent Calendar

Resolution: I move we approve the financial reports as part of the consent calendar.

I move we approve the consent calendar.

Motion by Marsha Judkins, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

H. Approve the Consent Calendar

Resolution: I move we approve the consent calendar.

I move we approve the consent calendar.

Motion by Marsha Judkins, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

7. Board Member Reports

A. Member Shannon Poulsen

Member Poulsen reported on the Foundation Golf Tournament, which included 50 participants. \$7,802 was raised to be used for scholarships for Camp Big Springs. Member Poulsen expressed appreciation for the partners, sponsors and employees.

8. Superintendent's Report

A. Approved Student Travel

Additional items reported:

- July 7: Had a meeting with State supt. Brad Smith, who was extremely supportive and impressed. Discussed the prospect of the board requesting a legislative audit on the dispersal of growth funds.
- Aug. 14: Invited the board to attend the back-to-school kickoff.
- Sent a request to secondary principals about their follow up with the Fight the New Drug program in their schools.
- The Board received his write-up about The Provo Way.
- Opening Administrative Meetings with all school administrators were held Aug. 4-6.
- A group of 37 teachers and employees, plus John Wilkinson from BYU, attended the Visible Learning Conference in San Antonio.

9. Adjourn

A. Motion to Adjourn

I move we adjourn the business meeting.

Motion by Michelle Kaufusi, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Julie Rash, McKay Jensen, Jim Pettersson, Marsha Judkins, Michelle Kaufusi, Shannon Poulsen, Taz Murray

The business meeting was adjourned at 8:30 p.m.